



**Town of Arlington, Massachusetts**  
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## Meeting Minutes June

**Town of Arlington**  
**Equal Opportunity Advisory Committee**

**730 Massachusetts Avenue, Arlington, MA 02476**  
**(781) 316-3120**

Barbara Boltz, Co-Chair  
Adrienne McClure, Co-Chair  
Augusta Haydock  
Jack Jones  
Tricia O'Donoghue  
Howard Winkler

Caryn Cove Malloy, Equal Opportunity Officer

Equal Opportunity Advisory Committee  
Meeting Minutes  
Wednesday, June 10, 2009  
7:00 p.m.

Present: Caryn Malloy, Adrienne McClure (Co-Chair), Barbara Boltz (Co-Chair) Tricia O'Donoghue, Howard Winkler, Augusta Haydock, Jack Jones

Adrienne McClure chaired the meeting.

### Meeting Minutes

Augusta Haydock moved approval of the May 13, 2009 minutes as amended.

SO VOTED

### Current Bid Projects

The Committee reviewed the status of the summer seasonal hiring process. It was recommended that exit interviews be conducted in the fall along with supervisor's evaluation of employees.

### Current Job Openings

The Committee discussed the residential energy specialist position and asked Committee member Jack Jones what type of recruiting he did to attract qualified candidates.

### School Diversity Task Group

Barbara Boltz reported that the group's next meeting is scheduled for June 24<sup>th</sup>.

### Other Business

The Committee discussed the following under other business:

- The handbook needs to be updated on the Town's website.

- A letter needs to be sent to the New England Pipe Cleaning Company instructing them that the request for the waiver on the female and minority participation goals needs to be made under the signature of the president of the company.
- The committee would like Caryn Malloy to draft a letter for the Committee's review regarding state ethics rules and the Town's hiring practices.

Howard Winkler moved to adjourn the meeting at 7:50 p.m.

SO VOTED

A true record. Attest:

Caryn Malloy  
Director of Personnel/  
Equal Opportunity Officer